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OPTIONAL FORM NO. 10

Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010027-3

UNITED STATES GOVERNMENT

Memorandum

(b) 1

TO : Chief, Logistics Services Division

DATE: 28 May 1963

FROM : Chief, Building Services Branch

SUBJECT: Monthly Activity Report

A. PROJECTS AND STUDIES IN PROGRESS

1. Continuing effort to keep PTI material from accumulating in the Headquarters Building.
2. Establishing a neat, orderly, storage system in Headquarters is progressing slowly.
3. An observation team composed of [REDACTED] and [REDACTED] spent part of a day at [REDACTED] studying the operation of the [REDACTED] designed to destroy classified trash. 25X1A9a
25X1A6a
4. Operational supply room, 6810 account inventory, is progressing, and should be completed by 1 June 1963.



25X1A9a

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downgrading and
declassification

SUPPLY SERVICE BUREAU - REPORT OF ACTIVITIES

FOR THE PERIOD 26 April 63 24 May 63
 DATE PREPARED 27 May 63

	DOCUMENTS	LINE ITEMS
REQUISITIONS PREPARED (FORM 68)	<u>147</u>	<u>433</u>
REQUESTS FOR SUPPLIES (FORM 1450) (MAIL & TIRE) PROCESSED	<u>169</u>	<u>1,096</u>
BACK ORDERED	[REDACTED]	<u>0</u> ILLEGIB
REQUESTS FOR SUPPLIES (FORM 1450) (COUNTER) PROCESSED	<u>3,575</u>	<u>14,592</u>
BACK ORDERED	[REDACTED]	<u>180</u> ILLEGIB
CSA REQUISITIONS PREPARED (FORM 1450)	<u>10</u>	<u>146</u>
MOVE REQUESTS (FORM 17)		
CARRIED FORWARD	<u>117</u>	
RECEIVED	<u>810</u>	
PROCESSED	<u>814</u>	
PENDING	<u>113</u>	ILLEGIB
TYPEWRITER REPAIR REQUESTS	<u>85</u>	[REDACTED]
FURNITURE REPAIR REQUESTS	<u>24</u>	[REDACTED]
ELECTRIC OFFICE MACHINE REPAIRS	<u>604</u>	[REDACTED]
RECEIVING DOCUMENTS PROCESSED		
FORM 86	<u>313</u>	<u>735</u>
FORM 1458	<u>298</u>	<u>798</u>
FORM 17	<u>92</u>	<u>94</u>
OPERATIONAL SUPPLY ROOM		
PTI (FORM 1707)	<u>24</u>	<u>45</u>
LOAN REQUISITIONS (FORM 88)	<u>54</u>	<u>87</u>
TOTAL NUMBER OF PERSONNEL		PERSONNEL
SICK LEAVE USED	<u>256</u>	[REDACTED] 25X9A2
ANNUAL LEAVE USED	<u>111</u>	
EMERGENCY LEAVE USED	<u>0</u>	25X1A1a

25X1A

FUNDS EXPENDED
 TOTAL NUMBER OF MEN
 TOTAL HOURS WORKED 768 \$1.40
 FUNDS REMAINING

5
 [REDACTED]

25X1A1a